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ABSTRACT

This manual outlines the prescribed format and content of an institutional author record card, which forms the basis of the CARISPLAN (Caribbean Information System for Economic and Social Planning) Institutional Author Authority File used in conjunction with the databases of the United Nations (UN) Economic Commission for Latin America (ECLA). Fifteen fields are described, covering the officially selected institution name, city, country, parent body, former name(s), subsequent name(s), the language of the institution name, any versions of the name in other languages, any other versions of the name, a notation if the institution is a UN organization, identification of the information center and person entering institutional author data, the date of data entry, the source for the officially selected author information, and an ISIS (Integrated Set of Information System) number used to uniquely identify institutional authors in ECLA databases. Each field description comprises a definition of data included in the field, a description of the field's purpose and basic characteristics, and rules for data entry. A sample record format and a field definition table are also provided. Appendices present further guidelines for the choice and form of data entries, lists of country and language codes used on the record card, and a 10-item glossary. (ESR)

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CARISPLAN PROCEDURE MANUAL:

INSTITUTIONAL AUTHOR RECORD CARD

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UNITED NATIONS
ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean
P.O. Box 1113, Port-of-Spain, TRINIDAD.

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INTRODUCTION

1. This Procedure Manual is intended to serve as a guide for the use of the Institutional Author record card designed for the entry of institutional authors into ECLA data bases.

2. As the institutions entered in CARISPLAN bibliographic records will be used for document retrieval and for the generation of printed indexes, it is desirable to enter the name of a given institution in a consistent manner in all records. This consistency is attained through the use of a frequently updated authority file of institution names.

3. The institutional author record card is the basis for compiling the Insitiutional Author Authority File.

4. The record card consists of 15 fields or data elements which may be of: fixed-length, variable length or repeatable. A field is said to be of fixed-length when it has been assigned a specific number of characters which for technical reasons must always be used in their entirety. For example, the "language" field is of fixed-length, of two characters and the name of the language is always recorded in accordance with the ISO two-character code.

5. A field is said to be of variable-length when it has been assigned a specific number of characters but it is not necessary to use all of them. For example, the "former name" field is of variable-length with an assigned maximum number of 200 characters, which may or may not be used in their entirety.

6. A repeatable field is one which may occur more than once. For example, the field "other versions" is a

repeatable field with an assigned maximum number of 200 characters. Each occurrence of the data element is treated as a separate entry and must be preceded by a number (#) sign to indicate that it is a different entry within the same field.

The characteristics and use of each field are detailed below.

FIELD DEFINITION TABLE

The Field Definition Table (FDT) contains all the fields used in the institutional author record card, their numbers and relevant characteristics.

The number identifying each field is indicated in the first column; the name of each field appears in the second column; the third column contains the number of characters assigned to the field and the fourth column the field's characteristics in terms of length.

In the future, additional fields may be added to accommodate changes in the System. These will have to be included in the Field Definition Table according to the established format of the institutional author record card and to the Information System requirements.

FIELD NUMBER	FIELD NAME	NUMBER OF CHARACTERS	CHARACTERISTICS
01	name of institution	200	Variable length
02	language	2	Fixed "
03	city	30	Variable "
04	country	2	Fixed "
05	parent body	200	Variable "
06	former name	200	" "
07	subsequent name	200	" "
08	versions in other langiages	200	" " Repeatable
09	other versions	200	Variable " Repeatable
10	UN code	2	Fixed "
11	participating centre	20	Variable "
12	source of information	20	" "
13	verified by	30	" "
14	date	8	Fixed "
15	ISIS number	4	" "

INSTITUTIONAL AUTHORS RECORD CARD

United Nations Economic Commsssion
for Latin America
Subregional Office for the Caribbean
Caribbean Documentation Centre
List of Institutional Authors - Record Card

ISIS No.

Name of Institution	01				
Language	02	City	03	Country	04
Parent Body	05	Used by		Versions in other languages	08
Former Name	06			Other versions	09
Subsequent Name	07				

UN Code	10	Partici-pating Centre	11	Source of in-formation	12	Verified by	13	Date	14

NAME OF FIELD NAME OF INSTITUTION	FIELD NUMBER 01

DATA DEFINITION: Name of the institution responsible for the intellectual content of a document. This institution could be the author or it could play another role, such as editor, compiler, translator, etc.

PURPOSE OF FIELD: This field is used to register the institutional author of a document. From this information a "see also" reference will be made to the other official language versions registered in field 08; to former name registered in field 06 and to subsequent name registered in field 07.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters.

DESCRIPTION OF ELEMENTS: The institutional author entry should be carried out in conformity with the Anglo-American Cataloguing Rules.

The name of the institutional author should be recorded as it appears in the document, with a full stop separating the different hierarchical levels in descending order, and the intermediate levels possibly eliminated.

NAME OF FIELD	FIELD NUMBER
LANGUAGE	02

DATA DEFINITION: Language in which the name of the institutional author is registered.

PURPOSE OF FIELD: This field is used to register the language in which the institutional author is recorded.

BASIC CHARACTERISTICS: Fixed length. 2 characters.

DESCRIPTION OF ELEMENTS: The name of the language must be registered in accordance with ISO code (see Annex 2).

The information recorded in this field is to be found in a supplementary file containing the name of the language in full.

EXAMPLES:

En
Es
Fr
Nl

NAME OF FIELD	FIELD NUMBER
CITY	03

DATA DEFINITION: The city in which the institutional author responsible for the intellectual content of a document is located.

PURPOSE OF FIELD: This field is used to register the name of the city where the institutional author of a document is located.

BASIC CHARACTERISTICS: Variable length. Maximum 30 characters.

DESCRIPTION OF ELEMENTS: The name of the city must be registered in full in the language in which the name of the institutional author is recorded in field 01.

If it is impossible to determine the place where an institutional author is located, that fact must be indicated as follows: s.l.

EXAMPLES:

La Habana

Santo Domingo

Port of Spain

s.l.

Washington, D.C.

NAME OF FIELD	FIELD NUMBER
COUNTRY	04

DATA DEFINITION: Country in which the institutional author responsible for the intellectual content of a document is located.

PURPOSE OF FIELD: This field is used to register the country where the institutional author is located.

BASIC CHARACTERISTICS: Fixed length. 2 characters.

DESCRIPTION OF ELEMENTS: The name of the country must be registered in accordance with the ISO two-character code (see Annex 1).

The information recorded in this field is to be found in a supplementary file containing the name of the country in full.

EXAMPLES:

HT

JM

TT

NAME OF FIELD	FIELD NUMBER
PARENT BODY	05

DATA DEFINITION: The subordinate unit of the institutional author officially accepted.

PURPOSE OF FIELD: This field is used to record the parent body of an institutional author only when it has been deliberately omitted in field 01;

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters.

DESCRIPTION OF ELEMENTS: The parent body entry should be completed in accordance with the Anglo-American Cataloguing Rules 2d. ed.

NAME OF FIELD	FIELD NUMBER
FORMER NAME	06

DATA DEFINITION: The most recent former name of an institutional author recorded in field 01.

PURPOSE OF FIELD: This field is used to record the most recent former name of an institutional author. A "see also" reference will be made from the official institutional author registered in field 01 of this field.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters.

DESCRIPTION OF ELEMENTS: The former name entry should be carried out in conformity with the Anglo-American Cataloguing Rules 2d. ed.

NAME OF FIELD	FIELD NUMBER
SUBSEQUENT NAME	07

DATA DEFINITION: The subsequent name of an institutional author recorded in field 01.

PURPOSE OF FIELD: This field is used to record the subsequent name of an institutional author. A "see also" reference to this field will be made from the official institutional author registered in field 01.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters.

DESCRIPTION OF ELEMENTS: The subsequent name entry should be carried out in conformity with the Anglo-American Cataloguing Rules, 2d. ed.

NAME OF FIELD	FIELD NUMBER
VERSIONS IN OTHER LANGUAGES	08

DATA DEFINITION: Official name(s) of the institutional author responsible for the intellectual content of a document in languages other than that which was recorded in field 01.

PURPOSE OF FIELD: This field is used to record other official language versions of the institutional author. To this information a "see also" reference will be made from the official institutional author registered in field 01.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION OF ELEMENTS: The official name(s) of the institutional author entry should be carried out in conformity with the Anglo-American Rules, 2d. ed. Institutions which have official name(s) in different languages should have a separate entry for each of them. In these cases, the participating centre has the option to enter only those that correspond to the official languages of the System.

International or regional bodies known by their acronyms should be recorded under these acronyms. (See field 01).

If there is more than one language version, they should all be recorded each separated by a (#) since this is a repeatable field.

EXAMPLES:

BIRF # IBRD

ILO # OIT

NAME OF FIELD	FIELD NUMBER
OTHER VERSIONS	09

DATA DEFINITION: Name or names of the institutional author responsible for the intellectual content of a document other than that selected as the official name for the Institutional Author Authority File. This institution could be the author or the editor, compiler, translator, etc.

PURPOSE OF FIELD: This field is used to record versions other than the officially selected name. A "see" reference will be made to the officially accepted name registered in field 01 from this field.

BASIC CHARACTERISTICS: Variable length. Maximum 200 characters. Repeatable.

DESCRIPTION OF ELEMENTS: The institutional author entry should be carried out in conformity with the Anglo-American Cataloguing Rules 2d. ed.

All existing versions must be recorded.

When there is more than one version, they should all be recorded, each separated by a(#)since this is a repeatable field.

EXAMPLES:

International Labour Organization
ONAP
University of the West Indies
Programa de Las Naciones Unidas para el Medio Ambiente. Oficina Regional para América Latina.

From all these versions there would be "see" references to the official name accepted.

EXAMPLES:

International Labour Organization
see
ILO

ONAP
see
República Dominicana. Oficina Nacional de Administración y Persona.

University of the West Indies
see
UWI

Programa de las Naciones Unidas para el Medio Ambiente. Oficina Regional para América Latina.
see
PNUMA. ORPAL.

NAME OF FIELD	FIELD NUMBER
UN CODE	10

DATA DEFINITION: Acronym of the United Nations.

PURPOSE OF FIELD: This field is used to record the acronym of the United Nations. It serves to idenify all organizations of the United Nations System.

BASIC CHARACTERISTICS: Fixed length. 2 characters.

DESCRIPTION OF ELEMENTS: The acronym UN must be registered to indicate that the institutional author recorded in field 01 is a United Nations Organization.

NAME OF FIELD	FIELD NUMBER
PARTICIPATING CENTRE	11

DATA DEFINITION: Identification of the participating centre which sent the information to the Co-ordinating Centre for input to the Information System.

PURPOSE OF FIELD: This field is used to register the name of the Participating Centre from which the information originated.

BASIC CHARACTERISTICS: Variable length. 20 characters.

DESCRIPTION OF ELEMENTS: The acronym or abbreviation of the name of the participating unit should be recorded.

EXAMPLES:

TTParl
BBA
JMJLSHQ

NAME OF FIELD	FIELD NUMBER
SOURCE OF INFORMATION	12

DATA DEFINITION: Source from which the authorized information has been chosen.

PURPOSE OF FIELD: This field is used to record the source from which the information has been selected. It is important for internal purposes of verification.

BASIC CHARACTERISTICS: Variable length. Maximum 20 characters.

DESCRIPTION OF ELEMENTS: The source from which the information was obtained must be recorded, preferably in abbreviated form.

The physical location of the document from which the information was obtained may be recorded.

Other sources such as the institutional author itself, Institutional Author Authority Files, reference tools, etc., may be used. It is suggested taht you should consult the Yearbook of International Organizations for verifying official language versions of names of international organizations and the Europa Yearbook for verifying information of the official language(s) of a country.

When the physical location of the document is used as a source, the number or code identifying the information unit is recorded followed by the corresponding classification number.

When more than one source is recorded, the different paragraphs should be separated by a semi-colon.

EXAMPLES:

CDC 1652
CDC UN; JMNPA
CMI 2314
M. of Planning
Europa Y.
Y. Int. Org.

NAME OF FIELD	FIELD NUMBER
VERIFIED BY	13

DATA DEFINITION: Name of the person who carried out the identification of the institutional author for the Institutional Author Authority File.

PURPOSE OF FIELD: This field is used to register the name of the staff responsible for verifying the official name of the institutional author. This field is required for internal use.

BASIC CHARACTERISTICS: Variable length. Maximum 30 characters.

DESCRIPTION OF ELEMENTS: The initials of the person who did the verification are to be recorded.

EXAMPLES:

JM
GS
MB

NAME OF FIELD	FIELD NUMBER
DATE	14

DATA DEFINITION: Date on which searching had been done, recorded in a standardized way, with the objective of making it retrievable for purposes of searching and up-dating.

PURPOSE OF FIELD: This field is used to register the standardized date on which the documentalist had identified the official name of an institutional author and recorded it on an institutional author record card.

BASIC CHARACTERISTICS: Fixed length. 8 characters.

DESCRIPTION OF ELEMENTS: The date of searching in standard form is recorded in the following order:

- year: the year is recorded in full in the first four characters
- month: the month is recorded in the fifth and sixth characters with the digits 01 to 12
- day: the day is recorded in the seventh and eighth characters, with the digits 01 to 31.

EXAMPLES:

19821108

19830719

NAME OF FIELD	FIELD NUMBER
ISIS NUMBER	15

DATA DEFINITION: Identification number for each institutional author entered into the data base.

PURPOSE OF FIELD: This field is used to register the ISIS number of an officially accepted institutional author

BASIC CHARACTERISTICS: Fixed length. 4 characters.

DESCRIPTION OF ELEMENTS: This number is assigned sequentially for the purpose of uniquely identifying institutional authors. It serves as a classification code for each institutional author entry. The use of a code makes it possible to identify an institutional author by the ISIS number instead of writing the complete name.

The support for the information recorded in this field is to be found in a supplementary file containing the name of the institutional author in full.

ANNEX NO 1

CHOICE AND FORM OF ENTRIES IN THE INSTITUTIONAL AUTHOR RECORD CARD

General Remarks

Institutional author should be entered according to the Anglo-American Cataloguing Rules, 2d. ed.
Reference sources must be consulted to verify the official form(s) of the name. When the institution is located within the territory of the participating centre, the centre should make every effort to verify the official form(s) of name so that they are reported to the Co-ordinating Centre which have the ultimate responsibility for the Authority File.

Language

Four languages are considered official working languages for CARISPLAN: English, Spanish, French and Dutch.
A separate record for each official language version of the institution name should be made.
For institutions which have official names in several languages, the participating centre has the option to enter only those that correspond to the official working languages of the System.
Consultation of the Yearbook of International Organizations for verifying official language versions of names of international organizations and the Europa Yearbook for verifying information on the official language(s) of national organizations is suggested.

Acronyms

Use the acronyms for international and regional organizations if they are known under their acronyms. Do not enter periods or spaces between initials. Periods are retained after initials which are part of the name of a person contained in an institution name.
EXAMPLE:

C.D. Howe Research Institute

Personal names as institutions

If the name alone does not convey the idea of an institution, add in parenthesis a suitable designation to indicate the meaning of the heading.
EXAMPLE:

Richard Steel and J. Berries(firm)
Cornell, Howland, Hayes and Merryfields(consultants)

Universities

Enter works by a Faculty, School, Department, Insitute, Centre, Laboratory, Library, etc., of a university under the name of the university.
EXAMPLE:

UWI. Department of Library Studies (Mona,JM)
UWI. Department of Sociology (St. Augustine, TT)

Organs of Government

Enter works of a branch or unit of a government ministry or department under the name of the ministry or department preceded by the name of the country.
The intervening elements in the hierarchy can be omitted.

Banks

In general, banks are entered under their own name preceded by the name of the country when it is not part of their official name.
EXAMPLES:

Trinidad and Tobago. National Commercial Bank.
Central Bank of Trinidad and Tobago.

Associations

Enter works produced by a subordinate part of an association under the name of the association.
If the subordinate part is really a separate association, enter its works under its name.
EXAMPLE:

Canadian Association of Special Libraries and Information Services. Canadian Library Association.
Enter:
Canadian Library Association.

Terms indicating incorporation and certain other terms

Omit adjectival terms indicating incorporation (such as: incorporated, limited, s.a., etc.,) or state ownership of a corporate body and words or phrases designating the type of incorporated entity unless they are an integral part of the name or are needed to make it clear that the name is that of a corporate body.
EXAMPLES:

Compañia Internacional Editora s.a.
Enter:
Compañia Internacional Editora
But enter:
Peter Davis Limited
Films Incorporated

United Nations and its specialized agencies

Enter a specialized agency of the UN under its own name, usually the acronym as found in the Macrothesaurus.
EXAMPLES:

WHO
WHO. Regional Office for the Western Pacific.
UNEP

Enter components of the UN which are not specialized agencies, whether in Geneva or New York as follows:

1. Enter administrative parts of the UN under the appropriate version of UN.
EXAMPLES:

UN. New York, US
UN. Geneva, CH

2. Enter departments with their own substantial programmes as subordinate bodies under the appropriate language version of UN.
EXAMPLES:

UN. Department of Political and Security Council Affairs
UN. Statistical Office
UN. Population Division
UN. Office for Science and Technology
UN. ECLA. Subregional Office for the Caribbean
UN. Conseil Economique et Social

3. Enter committees of the UN as a subheading under the appropriate language version of UN.
EXAMPLE:

UN. Advisory Committee on the Application of Science and Terminology to Development.

ANNEX NO. 2.

Afghanistan	AF	Congo	CG
Albania	AL	Cook Islands	CK
Algeria	DZ	Costa Rica	CR
American Samoa	AS	Cuba	CU
Andorra	AD	Cyprus	CY
Angola	AO	Czechoslovakia	CS
Antarctica	AQ	Dahomey	DY
Antigua	AG	Denmark	DK
Argentina	AR	Dominica	DM
Australia	AU	Dominican Republic	DO
Austria	AT	Dronning Maud Land	NQ
Bahamas	BS	Ecuador	EC
Bahrain	BH	Egypt	EG
Bangladesh	BD	El Salvador	SV
Barbados	BB	Equatorial Guinea	GQ
Belgium	BE	Ethiopia	ET
Belize	BZ	Faeroe Islands	FO
Bermuda	BM	Falkland Islands (Malvinas)	FK
Bhutan	BT	Fiji	FJ
Bolivia	BO	Finland	FI
Botswana	BW	France	FR
Bouvet Island	BV	French Afars and Issas	AI
Brazil	BR	French Guiana	GF
British Antarctic Territory	BQ	French Polynesia	PF
British Indian Ocean Territory	IO	French Southern and	
British Solomon Islands	SB	Antarctic Territories	FQ
British Virgin Islands	VG	Gabon	GA
Brunei	BN	Gambia	GM
Bulgaria	BG	German Democratic Republic	DD
Burma	BU	Germany, Federal Republic of	DE
Burundi	BI	Ghana	GH
Byelorussian SSR	BY	Gibraltar	GI
Cameroon	CM	Gilbert and Ellice Islands	GE
Canada	CA	Greece	GR
Canton and Enderbury Islands	CT	Greenland	GL
Cape Verde Islands	CV	Grenada	GD
Cayman Islands	KY	Guadeloupe	GP
Central African Republic	CF	Guam	GU
Chad	TD	Guatemala	GT
Chile	CL	Guinea	GN
China	CN	Guinea Bissau	GW
Christmas Island	CX	Guyana	GY
Cocos (Keeling) Islands	CC	Haiti	HT
Colombia	CO	Heard and McDonald Islands	HM
Comoro Islands	KM	Honduras	HN

Hong Kong	HK	Neutral Zone	NT
Hungary	HU	New Caledonia	NC
Iceland	IS	New Hebrides	NH
India	IN	New Zealand	NZ
Indonesia	ID	Nicaragua	NI
Iran	IR	Niger	NE
Iraq	IQ	Nigeria	NG
Ireland	IE	Niue Island	NU
Israel	IL	Norfolk Island	NF
Italy	IT	Norway	NO
Ivory Coast	CI	Oman	OM
Jamaica	JM	Pacific Islands (Trust Territory)	PC
Japan	JP	Pakistan	PK
Johnston Island	JT	Panama	PA
Jordan	JP	Panama Canal Zone	PZ
Kenya	KE	Papua New Guinea	PG
Khmer Republic	KH	Paraguay	PY
Korea, Democratic People's Republic of	KP	Peru	PE
Korea, Republic of	KR	Phillipines	PH
Kuwait	KW	Poland	PL
Laos	LA	Pitcairn Islands	PN
Lebanon	LB	Poland	PL
Lesotho	LS	Portugal	PT
Liberia	LR	Portuguese Timor	TP
Libya	LY	Puerto Rico	PR
Liechtenstein	LI	Qatar	QA
Luxembourg	LU	Reunion	RE
Macao	MO	Romania	RO
Madagascar	MG	Rwanda	RW
Malawi	MW	St. Helena	SH
Malayasia	MY	St. Kitts-Nevis-Anguilla	KN
Maldives	MV	St. Lucia	LC
Mali	ML	St. Pierre and Miguelon	PM
Malta	MT	St. Vincent	VC
Martinique	MQ	San Marino	SM
Mauritania	MR	Sao Tome and Principe	ST
Mauritius	MU	Saudi Arabia	SA
Mexico	MX	Senegal	SN
Midway Islands	MI	Seychelles	SC
Monaco	MC	Sierra Leone	SL
Mongolia	MN	Sikkim	SK
Montserrat	MS	Singapore	SG
Morocco	MA	Somalia	SO
Mozambique	MZ	South Africa	ZA
Namibia	NA	Southern Rhodesia	RH
Nauru	NR	Spain	ES
Nepal	NP	Spanish Sahara	EH
Netherlands	NL	Sri Lanka	LK
Netherlands Antilles	AN	Sudan	SD

Surinam	SR	Uruguay	UY
Svalbard and Jan Mayen Islands	SJ	Vatican City State (Holy SEE)	VA
Swaziland	SZ	Venezuela	VE
Sweden	SE	Viet-Nam, Democratic Republic of	VD
Switzerland	CH	Viet-Nam, Republic of	VN
Syria	SY	Wake Island	WK
Taiwan, Province of	TW	Wallis and Futuna Islands	WF
Tanzania, United Republic of	TZ	Western Samoa	WS
Thailand	TH	Yemen	YE
Togo	TG	Yemen, Democratic	YD
Tokelau Islands	TK	Yugoslavia	YU
Tonga	TO	Zaire	ZR
Trinidad and Tobago	TT	Zambia	ZM
Tunisia	TN		
Turkey	TR	---	
Turks and Caicos Islands	TC		
Uganda	UG		
Ukrainian SSR	UA	Africa	XA
Union of Soviet Socialist Republics	SU	Asia and the Pacific	XP
United Arab Emirates	AE	Caribbean	XI
United Kingdom	GB	Central America	XC
United States	US	Europe	XE
United States Misc. Pacific Islands	PU	Latin America	XL
United States Virgin Islands	VI	North America	XN
Upper Volta	HV	South America	XS
		West Asia	XW
		The World	XZ

ANNEX NO. 3.

ISO Language Codes

African	Af	Italian	It
Arabic	Ar	Japanese	Ja
Bulgarian	Bg	Korean	Ko
Chinese	Ch	Latin	La
Czech	Cs	Norwegian	No
Danish	Da	Polish	Pl
Dutch	Nl	Portuguese	Pt
English	En	Romanian	Ro
Esperanto	Eo	Russian	Ru
Finnish	Fi	Sanskrit	Sa
French	Fr	Serbo-Croat	Sh
German	De	Slovak	Sk
Greek	Gr	Slovenian	Sn
Hebrew	He	Spanish	Es
Hindi	Hi	Swedish	Sv
Hungarian	Hu	Turkish	Tr
Indonesian	In	Ukrainian	Uk
Interlingua	Ia	Urdu	Ur

ANNEX NO. 4.

GLOSSARY

Authority File	Lists or card-catalogues prepared by an information unit for the purpose of recording always an element in the same form.
Characters	Letters, digits, punctuation marks or single spaces (blank character).
Co-ordinating Centre	Institution or information unit which, within an Information System, co-ordinates information processing activities developed by the Participating Centres.
Data Base	Integrated group of files containing all information relevant to a particular application.
Field	Fundamental unit of information; each datum considered as a unit for purposes of bibliographic information treatment.
Field Definition Table (FDT)	Logical description of a record in the data base.
ISIS	Integrated Set of Information System.
Participating Centre	Institution or information unit which, within an Information System, analyzes the information and sends it to the Co-ordinating Centre for electronic processing.
Record	Bibliographic entry or record.
Repeatable Field	Field which may occur more than once. Each occurrence of the data element is treated as a separate entry.